

# Reporting Requirements and Examples

*If you are unsure of what you are required to report, contact your FSO.  
When in doubt, report an event or behavior to your FSO.*

## **What to Report**

DoD 5220.22-M, the National Industrial Security Program Operating Manual, or NISPOM, outlines the reporting requirements that apply to industry.

Potential Espionage Indicators include:

- Unauthorized access to classified information, systems, or technologies
- Unusual requests for International Traffic in Arms Regulations (ITAR), Export Administration Regulations (EAR), Dual Use technologies or equipment or any request from embargoed countries
- Attempted exploitation by a Foreign Intelligence Entity (FIE)
- Contact with a known or suspected foreign intelligence officer
- Information of planned, attempted, actual, or suspected terrorism, espionage, sabotage, subversion, or other intelligence activities against defense, U.S. facilities, organizations, or citizens
- Close, continuing associations with foreign nationals
- Contact with foreign diplomatic establishment
- Attempts to gain access without need-to-know
- Unreported foreign travel
- Unexplained affluence
- Unauthorized downloads of information or odd download patterns not consistent with general office policy
- Association with anomalies

Reportable Cyber Issues include:

- Network spillage
- Unauthorized use of DoD account credentials
- On-line attempts to target or recruit personnel including elicitation, solicitation and marketing of services, direct request for information, or phishing scams
- Suspicious network activity and/or penetration and intrusion attempts

Reportable Counterterrorism Issues

- Providing financial or material support for a known or suspected terrorist organization
- Advocating violence or the threat of violence to achieve the goals of a known or suspected terrorist group

## **Whom to Report To**

Report to your:

- Facility Security Officer (FSO)

## ***Examples of Reportable Events or Behaviors***

The following is not an exhaustive list. When in doubt, report an event or behavior.

### **Recruitment**

Report events or behaviors including, but not limited to:

- Contact with an individual associated with a foreign intelligence, security, or terrorist organization
- Offers of financial assistance by a foreign national other than close family
- Requests for classified or unclassified information outside official channels
- Engaging in illegal activity or a request to do so

### **Information Collection**

Report events or behaviors including, but not limited to:

- Requests to obtain classified or protected information without authorization
- Requests for witness signatures for destruction of classified information when destruction was not witnessed
- Operating unauthorized cameras, recording devices, information systems, or modems in areas where classified data are stored, discussed, or processed
- Presence of any listening or surveillance devices in sensitive or secure areas
- Unauthorized storage of classified material
- Unauthorized access to classified or unclassified automated information systems
- Seeking access to sensitive information inconsistent with duty requirements

### **Information Transmittal**

Report events or behaviors including, but not limited to:

- Unauthorized removal of classified or protected material from the work area
- Transmission of Classified material via unsecured means
- Improper removal of classification markings from documents
- Discussions involving classified information over a nonsecure means

### **Suspicious Behavior**

Report behavior including, but not limited to:

- Attempts to expand access to classified information by repeatedly volunteering for assignments or duties beyond the normal scope of responsibilities
- Extensive use of copy, facsimile, or computer equipment to reproduce or transmit classified material that may exceed job requirements
- Repeated or un-required work outside of normal duty hours
- Unexplained or undue affluence
- Sudden reversal of financial situation or sudden repayment of large debts
- Attempts to entice DoD personnel into situations that could place them in a compromising position
- Attempts to place DoD personnel under obligation through special treatment, favors, gifts, money, or other means
- Short trips to foreign countries or travel within the United States to cities with foreign diplomatic activities for reasons that appear unusual or inconsistent with a person's interests or financial means
- Indications of terrorist activity
- Concealment of foreign travel
- Making statements expressing support of or sympathy for a terrorist group
- Making statements expressing preference for a foreign country over loyalty to the United States
- Expressing radical statements or actions threatening violence against a coworker, supervisor or others in the workplace

*Derived from NISPOM Section 1-302*